

Partnership for Youth – Position Description

Development Coordinator

Organization Summary

Partnership for Youth [PFY] is a non-profit organization dedicated to the coordination and delivery of programs and events for Catholic Youth. Founded in 2002, PFY provides transformational Catholic events for middle and high school students. We specialize in large dynamic youth events, bringing together youth from ten states and Canada. PFY reaches over 5,200 youth each year with a powerful message of hope and mercy. We offer a collaborative and engaged work environment, where you become part of the large Partnership for Youth family.

Position Information

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| Job Title: | Development Coordinator | Status: | Non-Exempt (hourly) |
| Reports To: | Executive Director | Location: | Bloomington, MN |
| Position Type: | Part-time 24 hours per week | | |

Position Summary

The Development Coordinator position is a new function for PFY and will be essential to generating an ongoing stream of financial support for outreach programs. The Development Coordinator is responsible for identifying, soliciting and stewarding current and prospective donors, coordinating fundraising events, and working collaboratively with the Executive Director to meet our annual fundraising goal.

Essential Duties and Responsibilities

Primary to the position is the responsibility to build and expand a base of donors by:

- Identifying, soliciting and stewarding donors
- Maintaining accurate donor giving records
- Actively engaging prospective and current donors via phone and in-person meetings
- Coordinating fundraising receptions, house parties and other development efforts
- Researching and applying for grants
- Producing financial reports as needed for PFY leadership and board

Additionally

The Development Coordinator will attend and assist with PFY events, specifically the large summer conferences in St. Paul and Rochester

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| Travel: | The Development Coordinator will have limited travel requirements. |
| Hours: | Core hours for this position will fall within the hours of 8:30 a.m. to 5:00 p.m. Monday through Friday. |

Qualifications

- Possess a working knowledge of development functions through 3-5 years' experience in a non-profit setting
- And/or successful experience in direct sales or other customer engagement setting
- A Bachelor's degree or equivalent is preferred
- Excellent organizational and planning skills

- Exceptional verbal and written communication skills
- Proficiency in MS Office is required
- Self-motivated, resourceful, and detail-orientated
- Excels in a team environment
- Passionately committed to the PFY mission
- Must demonstrate a stable, mature Christian walk and support, live and communication the teachings of the Catholic Church

Application Instructions

Candidates should submit a cover letter and resume to Amy Cummings, Executive Director, via e-mail. Please address them to amy@partnershipforyouth.org, using your name as the name of your file (i.e., lastnamecover.doc; lastnameresume.doc), and including Development Coordinator in the subject line.